

## Frequently Asked questions (FAQ)

### Welcome to Cairo University – FAQ

This section provides answers to the most frequently asked questions (FAQs) regarding student and staff participation in international mobility and exchange programs at Cairo University. It aims to guide applicants through the requirements, application procedures, eligibility criteria, and key steps before, during, and after mobility.

Whether you are applying for a scholarship, preparing your documents, or seeking clarification on regulations, this guide will help ensure you have accurate and up-to-date information to complete your application successfully.

**Note:** Before contacting the International Relations Office, we encourage you to read these questions and answers thoroughly. Most common inquiries from students and staff are already addressed here, and you will likely find the information you need without further correspondence.



### Frequently asked questions

#### 1. What is the proof of registration/enrollment?

It is a document that is issued by your Faculty stating the level you are enrolled in.

#### 2. What is the transcript of records?

It is the list of your grades with the cumulative GPA. Please note that you must provide your GPA.

#### 3. How do I get the proof of language proficiency?

You can get it from any certified language center, specifically from the Center for Foreign Languages at Cairo University. If you have taken a Toefl or IELTS test, then this would be sufficient.

#### 4. How do I select the courses?

The courses are selected by the Coordinator of your program or Chair of Department.

## **5. Do I need to submit a copy of my passport?**

If you don't have a passport, you can submit a copy of the National Identity Card.

## **6. What is the Learning Agreement?**

It is a document in which you write the selected courses. It is divided into 3 sections: before, during, and after the mobility. While applying for the scholarship, you are only asked to fill in the part "Before the Mobility" with the Coordinator of the program or Chair of Department. It has to be signed and stamped by the Vice Dean or Dean.

## **7. What is a motivation letter?**

It is a statement in which you introduce yourself academically and why you are applying for the scholarship.

## **8. What is a CV?**

The CV is a document in which you write all your academic background, courses (language or other soft skills courses) and activities. We don't ask for a specific template except when needed.

## **9. How do I find the courses of the hosting University?**

A link is written in every call so you can reach the list of courses easily.

## **10. How do I apply?**

- A) You have to compile all your documents in one pdf file and send it to our email: [mobility@iro.cu.edu.eg](mailto:mobility@iro.cu.edu.eg).
- B) Write in the subject of your email the name of the scholarship you are applying for.
- C) In the body of your email, you must write your name, level, Faculty, GPA, and the name of the hosting university.

**11. Why was I rejected/not selected?**

- A) Incomplete applications are always discarded.
- b) Submissions after the deadline.
- C) Not following the instructions of the submission (not compiling your documents in one pdf file, not sending the name of the scholarship in the subject of the email, and not providing the requested information in the body of your email)
- D) Your motivation letter was not well-written.
- E) Your GPA is low.
- F) You provided an online English proficiency test.

**12. Can I apply for two Erasmus scholarships at the same time?**

Yes, you can, but you must state that in your email. If you don't, that counts as a double submission and your application will be discarded.

**13. How do I know I was selected?**

You will receive an email from the Office. The average period for notification is 2 weeks to one month.

**14. Are senior/ final year/level students eligible to apply?**

No, they are not.

**15. Are first year/level students eligible to apply?**

No, they are not.

**16. Am I allowed to contact the International university right away?**

All your questions must be sent to your International officer first or to us.

**17. why don't I get a reply to my question?**

You must read the call first, then make sure your questions are specific and address something that you can't find in the announcement.

**18. Should I go in person to the International Office?**

No, you should not. You can send your queries here on the page or via email to: [mobility@iro.cu.edu.eg](mailto:mobility@iro.cu.edu.eg).

**19. How do I know my specialization is in the call?**

We always provide a link to the fields and programs at the hosting university. Please check the link first before sending us. We sometimes write the fields in the call.

**20. I am a graduate. Can I apply?**

No, you can't. You must be enrolled in a master program or a PhD program to be able to apply. You must also be either in the phase of courses at a post graduate master or PhD program or registered your master or PhD proposal.

**21. I am a staff and I applied to an Erasmus mobility . Can I apply again?**

Yes, you can, but a whole year must pass since the implementation of the first mobility. However, priority will still be given to those who never applied.

**22. I am a staff and I applied to a certain mobility at a certain faculty. Can I apply again for the same call/university?**

It is preferable that you don't. You can apply to another call/ another university, but priority will be given to those who were never granted an Erasmus mobility. Only in very few cases when there are no other applicants and the project will end that we are forced to select the same applicant so as not to waste an available opportunity.

**23. Do I have to get an invitation letter from the hosting university?**

If it is written in the call, then you should. If not, you can simply apply without doing this step. Invitation letters, acceptance letters, or proof of communication are all accepted documents in case they are required.

**24. What if I can't reach/find a hosting Professor?**

Please contact your international officer at your faculty first, then send us an email and we will assist.

**25. Do I have to apply through the International Office?**

Yes, you must. All applications that are not sent first to the IRO are rejected.

## **26. How to fill in the learning agreement?**

Only the first page is required to be filled in with both sending and receiving institution's information and the equivalent courses. Signature of the faculty dean or the vice dean and the faculty stamp are required to be applied in the sending institution field.

## **27. How can I know about calls and scholarships?**

Follow the IRO – Cairo University official Facebook page, visit your faculty's IRO, or leave your email for updates.

## **28. If I am accepted for an Erasmus scholarship as a student, can I apply for another one?**

Students are entitled to only one Erasmus scholarship per study level:

- One scholarship during the Bachelor's degree.
- One scholarship during the Master's degree.
- One scholarship during the PhD.

## **29. When will I get the nomination results?**

If you receive final acceptance, you will be notified by the hosting institution.

## **30. I received an email from the hosting institution saying I'm nominated. What should I do?**

Follow the instructions provided by the hosting institution.

## **31. The hosting institution says they haven't received my nomination from Cairo University. When will it be sent?**

The process is on schedule; no one will be left behind.

## **32. If I receive an Erasmus scholarship as a staff member, when can I apply for another one?**

Staff members can apply for a new Erasmus scholarship after one year has passed since the end of their last Erasmus scholarship.

## **33. If I am accepted and nominated for a mobility, can I change the time of the mobility?**

You cannot change the time of the mobility except with the approval of the International Office of Cairo University and the hosting university.

**34. If I am a staff member on a mission, secondment, or currently outside Egypt, am I allowed to apply for a staff mobility?**

No, you must be physically present in Egypt and affiliated with Cairo University at the time of application. Staff who are currently living abroad are not eligible to apply.